

# REQUIREMENTS FOR SUBMITTING BUILDING PERMIT APPLICATIONS

Three (3) sets of plans are required for all Commercial and Residential building permit application submittals. If the project will require permits for Electrical, HVAC, or Plumbing, the schematics should be submitted with your plans.

Two (2) sets of plans are required for separate submittals of mechanical permits for review (HVAC, Electric, Plumbing) and for all fire suppression and fire alarm permits.

The Design Professional's signature and SEAL must be on all plans for COMMERCIAL projects.

PLANS **MAY NOT BE ACCEPTED** WITHOUT ALL NECESSARY INFORMATION. SEE CHECKLIST BELOW:

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan           | <input type="checkbox"/> HVAC Schematic       |
| <input type="checkbox"/> Building Code Notes | <input type="checkbox"/> Plumbing Schematic   |
| <input type="checkbox"/> Accessibility*      | <input type="checkbox"/> Structural Plan      |
| <input type="checkbox"/> Architectural Plans | <input type="checkbox"/> Electrical Schematic |

\*New construction, additions, or changes in occupancy of buildings must comply with ICC A117.1 Accessibility Guidelines including handicap accessible restrooms, entrance ramps, and parking spaces. These items must be shown on the plans for approval.

A separate plan submittal to include two (2) sets of drawings is required for the following types of permits:

- ✓ Fire Suppression w/ calculations
- ✓ Fire Alarm System w/ strobes, horns, and calculations
- ✓ Kitchen Hoods

## PERMIT FEES

**COMMERCIAL PLAN REVIEW FEES will be collected when plans are submitted.**

Plan Review fees are 0.1% of the Project Value, with a minimum fee of \$34.23, plus a 3% State surcharge.

**Building permit fees are calculated in accordance with the OBC type of construction method using the use group, the type of construction, and the square footage of the project or based on the Project Value.**

### Calculations for Permit Fees

**Note:** A State of Ohio surcharge of 3% of the permit fee for commercial permits and 1% of the permit fee for residential permits will be added to all the following permit fees.

- **Minimum Fee:** For all system costs, there shall be a minimum permit fee of \$39.94.  
**Example:** Assume Project Value = \$50,000; Permit Fee =  $\{[(\$50,000 - \$2,000) \times 0.010] + \$39.94\} = \$519.94$ . Add to this amount the State of Ohio surcharge. **NOTE:** A building permit will also include the Zoning Certificate Fee.
- For Project Values \$100,000 or more, the fee shall be \$1158.26 plus 0.50% of the costs in excess of \$100,000.  
**Example:** Assume Project Value = \$500,000; Permit Fee =  $\{[(\$500,000 - \$100,000) \times 0.005] + \$1158.26\} = \$3,158.26$ . Add to this amount the State of Ohio surcharge. **NOTE:** A building permit will also include the Zoning Certificate Fee.

### Zoning Certificate Fee

- Zoning certificate fees are charged on **all** building permits. Zoning fees are 0.2% of the assumed project value, with a minimum fee of \$85.59 and a maximum of \$10,000. (*The state surcharge is not added to this fee.*)  
**Example:** Project Value = \$50,000; Zoning Fee =  $\$50,000 \times 0.002 = \$100.00$ .

### Additional Fees

- Revisions to Plans - A minimum fee will be charged for the second and subsequent filing of changes and/or additions of \$162.50 for commercial and \$81.25 for residential plans.
- Certificate of Use and Occupancy (CUO) – The fee is \$232.00 for commercial or \$114.79 for residential properties. Fees for time limited occupancy CUOs will also include a \$57.06 inspection fee and a \$35.26 plan review fee.
- Construction Water is charged for all **NEW** construction. Contact the Department of Water for more information at (937) 333-6804 or (937) 333-3749.
- Special Inspections - Inspections to assess vehicle, fire, or wind damage to buildings and to assess property listed as a nuisance by Housing Inspection are limited to 1-, 2-, and 3-family dwellings with a fee of \$57.06 for the inspection. All other structures must have an assessment made by a licensed professional registered with the State of Ohio.

**\* PERMITS EXPIRE 1 YEAR AFTER ISSUANCE DATE OR LAST INSPECTION DATE**



City of Dayton  
 Department of Planning, Neighborhoods & Development  
 Division of Building Inspection  
 One Stop Center

371 W Second Street  
 Dayton, Ohio 45402  
 Phone: (937) 333-3883  
 Fax: (937) 333-4284

**Building / Zoning Application**

Project Address \_\_\_\_\_ PERMIT # \_\_\_\_\_  
 Applicant \_\_\_\_\_ Occupant/Project \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ Owner \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Owner Address \_\_\_\_\_  
 Federal I. D. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Owner # \_\_\_\_\_  
 Contact # \_\_\_\_\_ Owner Email \_\_\_\_\_  
 Contact Email \_\_\_\_\_

<b>TYPE OF WORK</b>	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION
<b>AREA (SF)</b>	<b>CONSTRUCTION TYPE</b>	<b>USE GROUP</b>	<b># OF PLANS SETS</b>

**PROJECT / ZONING DESCRIPTION**

Commercial plan review fee must be paid at the time of application. Fees are based on the value of the project. Enter the estimated value of the work represented on the drawings that accompany this application.

I certify the information contained in this form is complete and accurate, and the work will be done as described hereon, and in accordance with the laws and ordinances of the City of Dayton.

Applicant's Signature / Date \_\_\_\_\_

Project Value
\$ _____

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

	ASSIGN	REJECTED	APPROVED	DATE	
AIRPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	BPIO _____ - _____ - _____
CIVIL ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	LOT # _____ ATLAS _____
DFD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	DATE STAMP
ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
FIRE PREVENTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
FLOODPLAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
LANDMARK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
MECHANICAL / HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
PLUMBING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
STRUCTURAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
WATER ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
WELLFIELD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	
ZONING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	

ZONING DISTRICT \_\_\_\_\_ OVERLAY \_\_\_\_\_  
 BZA CASE # \_\_\_\_\_ PLAN BOARD CASE # \_\_\_\_\_

PLAN FILE # \_\_\_\_\_